



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

July 1, 2003

MEMORANDUM FOR HEADS OF AGENCIES AND DEPARTMENTS AND
CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES
DIRECTOR

SUBJECT: Direct-Hire and Other Special Appointing Authorities for Agencies
Engaged in Iraqi Reconstruction Efforts

Effective immediately, I am providing you with direct-hire authority in support of the Administration's critical reconstruction efforts in Iraq. Under the terms of this authority (see attached), you may immediately appoint individuals with fluency in Arabic or other related Middle Eastern languages to positions in support of those reconstruction efforts.

In addition, I am also extending special "excepted" appointing authority to the Department of Defense, so that under limited circumstances, DoD may also appoint non-U.S. citizens to assist in these efforts. OPM can extend "excepted" appointing authority to other agencies on a case-by-case basis. Consequently, those of you who require such authority, and who (like DoD) have been granted a limited ability to hire non-U.S. citizens, should submit a request directly to my office.

In providing these special authorities, I urge you to take particular care in conducting pre-employment background and security clearance investigations. By definition, the positions to which these authorities apply are extremely sensitive, and we must ensure that all clearance and security requirements are fully met.

Attachment

Direct Hire/Schedule A Appointing Authority

Direct Hire Authority. In accordance with title 5 USC 3304, I am hereby providing direct-hire authority to all Federal agencies engaged in support of the Administration's Iraqi reconstruction efforts, to appoint individuals to positions involved in such efforts that require fluency in Arabic or other related Middle Eastern languages. This authority applies to all Wage Grade positions, single-grade interval occupations in the General Schedule (GS), and two-grade interval GS occupations at grades 9 and above and is limited to candidates who are U.S. citizens. In exercising this authority, agencies should refer to OPM interim regulations at 5 CFR part 337 (issued June 13, 2003).

Direct-Hire Authority Code: GW003

Schedule A Appointing Authority. In accordance with 5 CFR part 213, I am extending to the Department of Defense (DoD) Schedule A authority to appoint, on an excepted basis, non-U.S. citizens to positions involved in Iraqi reconstruction efforts. This authority is limited to 1 year from the date of this grant and is subject to any restrictions set forth in the Department of Defense FY 2002 Appropriations Act, which authorizes the limited appointment of non-U.S. citizens. Further, this Schedule A authority may only be used when there is a severe shortage of candidates with U.S. citizenship, and to make time-limited appointments to positions outside of the competitive service.

Schedule A Authority Code: 213.3106(b)(9)

For Additional Information: Contact Dr. Ronald P. Sanders, Associate Director for Strategic Human Resources Policy, U.S. Office of Personnel Management, Suite 6500, 1900 E Street, NW., Washington, DC 20415.

signed

July 1, 2003

Kay Coles James, Director

Date